



# Jack A. Proctor Virginia Building Code Academy

Department of Housing and Community Development  
Training and Certification Office  
501 North Second Street  
Richmond, Virginia 23219  
Telephone: 804/371-7180 Fax: 804/371-7092



## Important Notice !!

Check the box of the preferred class.

## Schedule of Classes January – December 2006

This schedule sheet **MUST** accompany your application.

Check (only one)	Date	Module	Location	Application Deadline
	Jan. 10-12	Building Inspection	Richmond Area	Dec. 9
	Jan. 17-19	<b>CORE</b>	Richmond Area	Dec. 16
	Jan. 24-26	Property Maintenance	Fredericksburg Area	Dec 23
	Feb. 7-9	Plans Review Non-Structural	Roanoke Area	Jan. 6
	Feb. 21-23	Electrical Inspection	Roanoke Area	Jan. 20
	Mar. 7-8	Plans Review Structural	Fredericksburg Area	Feb 7
	Mar. 14-16	Fire Protection Systems Inspection	Fredericksburg Area	Feb. 14
	Mar. 21-23	<b>CORE</b>	Lynchburg Area	Feb. 17
	Mar. 28-30	Advanced Official	Richmond Area	Feb. 28
	Apr. 10-13 *	Amusement Device Inspection	Danville Area	Mar. 10
	Apr. 18-20	Plumbing Inspection	Roanoke Area	Mar. 17
	Apr. 25-27	Mechanical Inspection	Fredericksburg Area	Mar. 24
	May 2-4	Electrical Inspection	Fredericksburg Area	Mar. 31
	May 9-10	Permit Technician	Tidewater Area	Apr. 7
	May 16-18	<b>CORE</b>	Northern Area	Apr. 14
	May 23-25	Building Inspection	Southwestern Area	Apr.21
	June 6-8	Mechanical Inspection	Roanoke Area	May 5
	June 13-15	Property Maintenance	Tidewater Area	May 12
	June 20-22	Plumbing Inspection	Tidewater Area	May 19
	July 11-13	Plans Review Non-Structural	Tidewater Area	June 12
	Aug. 15 **	Train the Trainer	Richmond Area	July 15
	Aug. 29-31	<b>CORE</b>	Charlottesville Area	July 15
	Sept. 11-12	Plans Review Structural	Charlottesville Area	Aug. 11
	Sept. 13-15	Electrical Inspection	Charlottesville Area	Aug. 11
	Sept. 19-21	Mechanical Inspection	Southwestern Area	Aug. 18
	Oct. 2-4 *	Advanced Amusement Device	State Fairgrounds	Sept. 1
	Oct. 3-5	Advanced Official	Richmond Area	Sept. 1
	Oct. 10-12	Property Maintenance	Roanoke Area	Sept. 8
	Nov. 1-3	Fire Protection System Inspection	Fredericksburg Area	Oct. 2
	Nov. 7-9	Building Inspection	Richmond Area	Oct. 6
	Nov. 14-16	Plumbing Inspection	Southwestern Area	Oct. 13
	Dec. 5-7	<b>CORE</b>	Tidewater Area	Nov. 3

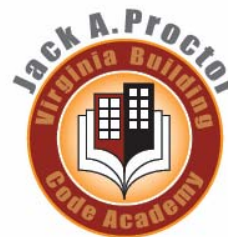
**\*Amusement Device Modules** - Dates are tentative based on a traveling carnival's availability.

**\*\*Train the Trainer Module** – Training will start on August 15<sup>th</sup> and will be scheduled for one day a week the following weeks. This training may last from 9 to 11 days depending upon the number of applicants in the session. See class descriptions for further information. **Please note:** A resume' must accompany your application for this module.

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## APPLICATION FORM

Please fill out this application  
completely to be considered for a VBCA module

Do not forget to submit the  
schedule page showing  
which class you applied for.

1. **Class Selection:** Mark the ONE class on the schedule list that you wish to apply for – do not modify the form. A separate application is required for each class you wish to attend.

2. **Applicant information:** (print or type)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business telephone: \_\_\_\_\_ Fax # \_\_\_\_\_ Driver's Lic. #: \_\_\_\_\_

3. **Applicant's position description:**

Position title: \_\_\_\_\_

Number of years in this position: \_\_\_\_\_ Number of years in code enforcement/administration: \_\_\_\_\_

What is your primary responsibility as it relates to the USBC/VSFPC? \_\_\_\_\_

4. **Certification Plans:**

A. Date you attended the CORE Module: \_\_\_\_\_

B. Have you previously been denied attendance to the class for which you are applying due to a lack of space? (Check box) ☐ Yes ☐ No

C. Will you be seeking certification within the next twelve months? ☐ Yes ☐ No

If you answered "yes", please list in priority order the **Categories of Certification** you will be seeking. NOT THE CLASSES you wish to attend.

1. _____	3. _____
2. _____	4. _____

D. If you have a provisional certification, please list the category of certification and its expiration date:

\_\_\_\_\_ Expires: \_\_\_\_\_

**IMPORTANT NOTE TO APPLICANT:** The preceding Sections 1 through 4 must be completed in their entirety by you, the applicant. Section 5 must be completed by the local Code Official. Failure to complete the form or to provide adequate information may cause the form to be returned without further action towards accepting the application.

5. A. **Code Official's Endorsement:** (NOTE: The "Code Official" as defined in the VUSBC/VSFPC.)

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: (       ) \_\_\_\_\_

E-mail address (if applicable): \_\_\_\_\_

B. **Code Enforcement:** Is the applicant presently enforcing that portion of the code that is directly related to the class being applied for? (check box)

☐ Yes    ☐ No    Initials of Code Official: \_\_\_\_\_

C. **Prioritization of Applicant(s):** Applications are often received from more than one individual for the same class representing the same jurisdiction. As the Code Official, please prioritize this applicant, as compared to any other applicants from your jurisdiction, to this particular class, based on the greatest need you have. Please indicate whether this should be considered your 1<sup>st</sup> choice, 2<sup>nd</sup> choice, 3<sup>rd</sup> choice, etc.

D. Ranking: \_\_\_\_\_ Initials of Code Official: \_\_\_\_\_

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**IMPORTANT Statement**

(The applicant and Code Official must both read and sign the statement below. Notice to attend and a copy of the class rules will be sent to each participant subsequent to application acceptance.)

We understand that for a participant to receive credit for any module of the Jack Proctor Building Code Academy, they must attend the entire module. Participants will not schedule any regular work activities during the period of the Code Academy. Course work missed due to personal or work related emergencies must be made-up prior to receiving credit for the course. If a participant cancels less than one workday prior to class, or does not arrive for the first night's lodging, their jurisdiction will be invoiced for the one night's lodging. If a participant does not use lodging arrangements requested of and provided by the Academy, the jurisdiction will be charged for all lodging costs not utilized.

**Student Participation Logistics:**

- There are no fees for participants attending the Jack Proctor Virginia Building Code Academy who are engaged in code related work for local or State agencies that participate in contributing 1.75% levy funds in accordance with § 36-137(7) of the Code of Virginia. Others will be required to pay tuition based upon an established fee schedule of the particular class.
- Participants must provide their own transportation and bear all associated cost such as tolls and parking fees. Living arrangements and meals will be provided in accordance with Code Academy policy and all classroom materials will be provided.
- Due to the limited number of spaces for Code Academy classes, acceptance to each specific class must be necessarily limited. Each applicant will be considered on a case-by-case basis.
- **Participants in academy classes will be assigned double occupancy rooms with another participant.** If other lodging arrangements are desired, participants (or locality) may choose to pay ½ the lodging fees per night lodged. TCO will submit a lodging invoice to the individual upon completion of the training session.  
Note: No exceptions will be given to participants with medical disabilities  
Note: All lodging invoices must be paid in full to obtain future "single" lodging accommodations via TCO.
- NOTATION ON DUE DATES: Applications for individual classes will not be accepted after the "application deadline" date listed on the schedule of classes

Code Official's signature: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

If you have any questions, please do not hesitate to contact the Training and Certification Office at 804-371-7180 or through facsimile at 804-371-7092.

**Mail application to:**  
Training and Certification Office  
Division of Building and Fire Regulation  
501 North Second Street  
Richmond, Virginia 23219